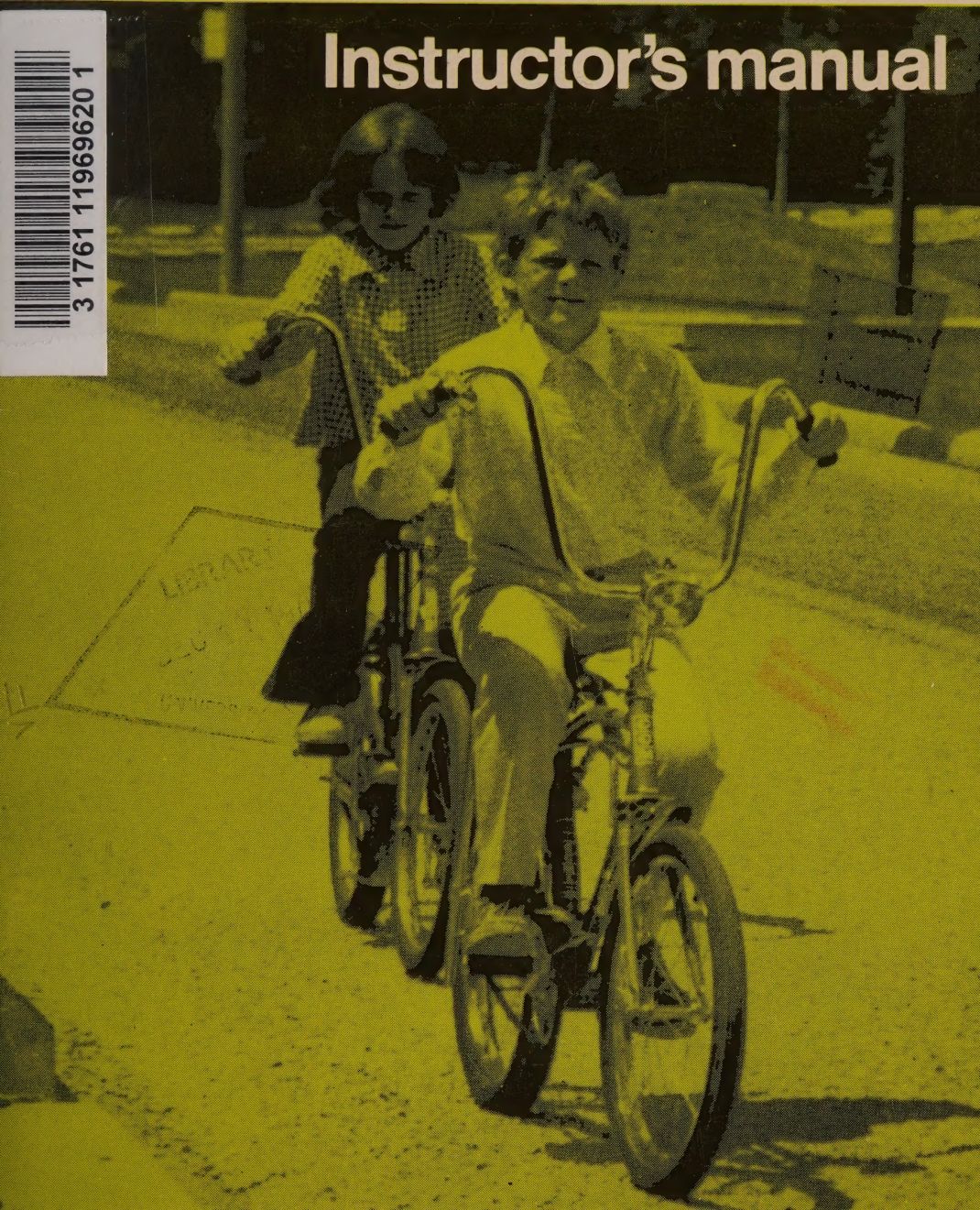



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Instructor's manual





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ONTARIO

THE MINISTER OF TRANSPORTATION AND COMMUNICATIONS

First, I want to commend you for your public-spirited attitude.

By taking on the responsibility of teaching children safe bicycling practices, you show that not only are you concerned about the problem of children in traffic, but that you are willing to take positive action to help solve it.

Not enough adults, and certainly few children, realize that the bicycle is not a toy but a vehicle subject to the laws that regulate other vehicles.

Children who learn now how to operate a bicycle safely and with due regard to our laws, will be better, more courteous drivers a few years from now.

It is not easy for a busy person to find the time to teach a group of youngsters. But since you have budgeted your time to include this important responsibility, we will try, in this booklet, to help you organize your meetings efficiently and productively.

I feel confident that the children entrusted to your leadership will become safe cyclists. And that you personally will experience the satisfaction of doing a job that will help save lives.

Thank you for your help - and every success with your group.

A handwritten signature in dark ink, reading "John R. Rhodes".

John R. Rhodes
Ontario Minister of Transportation
and Communications

GO SAFELY CYCLERS COURSE

THE COURSE

This course in safe cycling consists of three meetings.

Two are instruction classes and can be held indoors. The third meeting is a bicycle inspection and skill test called a roadeo.

The roadeo must be held outside in a safe area away from traffic. Ask permission to use a school yard after school or on Saturday. If your roadeo is on a Sunday afternoon, you might secure permission to use a chain store parking lot.

MATERIALS

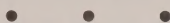
An announcement poster and a set of teaching posters are supplied by the Ministry of Transportation and Communications with this program.

In addition, you will find a blackboard useful. If you have no blackboard, large sheets of brown wrapping paper thumb-tacked or scotch taped to the wall will serve.

For the written test, the Ministry provides test papers. You should be prepared to supply pencils for each child.

FIRST MEETING

Here is a suggestion for a way to open your first meeting. Use it as a guide. Make it personal by working in local references.



Welcome to the first meeting of the Go Safety Cyclers Course. This course is going to give you all a chance to show how smart you are. I know you're all very bright people. You've proved it to me already just by being here today. It shows good sense on your part.

The purpose of the course is to teach you how to become expert and safe bike drivers.

I used the term bike "driver" on purpose because you *are* drivers now. Your bike may not be as big and fast as a car or truck but you must obey the same traffic laws and rules of the road as other drivers.

In this course you will learn what traffic signs and signals mean. You'll learn to understand traffic regulations and the importance of showing courtesy to other drivers and pedestrians. And you'll also learn how to keep your vehicle in good running order; how to operate it safely and expertly at all times.

Remember, too, these are all things you'll need to know when you begin driving a car in a few years. First rate bike drivers make better car drivers.

I'll warn you — it's not an easy course. But when you graduate you'll have earned the right to call yourself a "pro" on wheels. And I think you'll find "pros" have more fun.

BICYCLE MAINTENANCE

I'm going to start, first of all, today, by introducing you to your bicycle. You may think you already know everything there is to know about it because you and your bike are probably old friends. But how many of the main parts of your bike can you name? Do you know how to make sure all these parts stay in good running order?

If you can't answer these questions, don't worry. Because you're going to learn the answers right now.

POINT TO BICYCLE POSTER

To begin, here is a picture showing what the different parts of a bike are called.

Point to each part in turn and identify it by name. Have the class repeat the names after you.

Now when I say “drive chain” or “spokes” you’ll know what I’m talking about.

A “pro” driver regularly checks the different parts of his vehicle to make sure each part is in good condition and operating properly. Breakdowns can cause accidents. A properly maintained bike is safer and lasts longer.

Here are some of the things you should look for when you’re checking: Younger children should ask an adult to help.

Make sure:

- the brakes hold;
- the pedals have good treads and turn freely;
- the wheels don’t wobble and there are no broken spokes;
- the tires are firm and have no cuts or tears in them;
- the chain is tight and there are no broken links;
- the handlebars are tight and the grips don’t slide;
- the frame is clean and polished. Rub the chrome or nickel plated parts with an oily rag to keep them from rusting.
- all moving working parts are kept well-oiled. These include the pedals, the chain, the wheels and brake bearings;
- the seat doesn’t wobble and is adjusted to the proper height for you.

I should mention, at this point, the importance of having a bike that is the proper size. The size of your bike affects your ability to reach and use the steering, pedalling and braking controls. Check and make sure you can reach the ground comfortably with the ball of your foot when you’re sitting upright on the seat. If you can, then your bike is the right size for you.

At the end of the next class, I will be distributing bicycle inspection cards to help you check out your bike and make sure all the parts are in good working order.

The class after that, the final one, will be the rodeo or skill test. But before the test all bikes will be carefully inspected. Only those whose bikes pass this official safety inspection will be allowed to test their skill. So don’t forget to make your own bike inspection at home before you arrive here.

Get the pro habit. Check your bike regularly. Keep it washed, polished and well-oiled. It’s the best way I know to show you’re proud of your bike.

HAND SIGNALS

DISPLAY HAND SIGNALS POSTER

Now that you're properly acquainted with your bike, let's talk about the signs and signals you need to know if you are going to operate your bike safely and expertly in traffic.

I'd like to talk first about hand signals.

Before you stop or make a right or left turn, you must let other vehicles and pedestrians know what you are going to do. There are three official hand signals for all vehicle drivers.

POINT TO RIGHT TURN ILLUSTRATION



Here is the one and only official hand signal for a right turn. You make it with your left arm up, elbow bent, just like this picture. Let's all try it.

(AS CHILDREN MAKE SIGNAL, BE SURE TO CORRECT THOSE WHO DO NOT MAKE IT EXACTLY RIGHT).

Now, let's try that right turn signal once more.

POINT TO LEFT TURN ILLUSTRATION



Here is the official hand signal for a left turn. Left arm straight out from the body. Let's try it. (CHILDREN MAKE SIGNAL).

POINT TO STOP OR SLOW SIGNAL ILLUSTRATION



Before you stop or slow down, show the other drivers what you intend to do by making this signal. You make it with your left arm down and your elbow bent as in this picture. (HAVE CHILDREN MAKE SIGNAL).

(BEFORE PROCEEDING TO NEXT POINT, DRILL CHILDREN IN THESE THREE SIGNALS. IT'S VERY IMPORTANT THAT THEY MASTER THEM.)

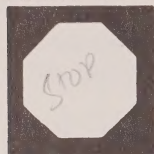
TRAFFIC SIGNS

Now you know the official hand signals, we'll move on to traffic signs next. Road signs tell drivers where they are, what to do, what *not* to do and what lies ahead. The message may be written on the sign or there may simply be a picture. Every person who uses the roads and streets must know these signs and understand their meaning.

The signs I'm about to show you are certainly not all the traffic signs there are but they're the ones you'll most likely see when you're cycling. Each has a different color and shape. You can recognize it and understand its meaning at a glance.

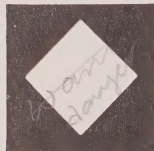
DISPLAY TRAFFIC SIGNS POSTER

POINT TO OCTAGON



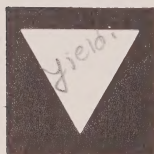
This is an octagon. (WRITE WORD ON BOARD). Octagon means eight-sided. The octagon is a stop sign. It is always red with white letters. It means — come to a full stop and be sure the way is clear before you go ahead.

POINT TO DIAMOND



This is a diamond. (WRITE WORD ON BOARD). It has four sides. This sign is yellow with black letters or symbols. It warns you of dangerous or unusual conditions ahead, such as a stop, curve, turn, side road or school.

POINT TO TRIANGLE



This is a triangle (WRITE WORD ON BOARD). Tri means three. For instance, tricycle is a three-wheeled cycle. A triangle has three sides. This sign is yellow with black letters. It is a yield sign. It means you must slow down as you get near the intersection.

If any other traffic is in or close to the intersection from either direction, you must stop and let the other traffic go first.

POINT TO CIRCLE



This is a circle. (WRITE WORD). This sign is yellow with a black X and the letters RR. This black X is called a crossbuck. It's a railway crossing sign and it warns you that a railway crossing is ahead. Look out for trains.

TRAFFIC LIGHTS

DISPLAY TRAFFIC LIGHTS POSTER

Now, let's talk for a few minutes about traffic lights. Like traffic signs, traffic lights are a way of controlling traffic and preventing accidents by telling drivers and pedestrians what to do and what not to do.

You'll find traffic lights at intersections, that is, where one road meets another.

POINT TO ADVANCE GREEN LIGHT

This light, called an advance green traffic or signal light, is easy to recognize because it is a flashing light. An advance green signal light means you may go straight ahead or turn to the right or left. The vehicles facing you will have to wait because their signal light is red.

POINT TO TURNING ARROW

This signal, called a turning arrow, means you must turn in the direction the arrow is pointing. When you see this signal, wait, make sure it is safe to go, and then turn.

But before you make your turn, you must first let any pedestrians who want to cross the street do so.

It is important to remember that pedestrians have the right of way at intersections and crossovers. Yielding the right of way is part of being a courteous driver.

As a vehicle driver you should also be aware of the signal lights that tell pedestrians when and when not to cross the street.

POINT TO "DON'T WALK" SIGNAL

This orange signal light with the raised hand and this "Don't Walk" signal both mean the same thing. They tell pedestrians to "stop and wait."

POINT TO "WALK" SIGNAL

This signal of the white walking figure and the "Walk" signal both mean "Go. It is now safe to cross the street."

When you come to an intersection where traffic is heavy it's smart to get off your bike and walk it across the street with the pedestrians. But if there are pedestrian signals at the intersection, don't forget to wait for the right signal before you cross.

Now I know I've covered a lot of material. Don't worry if you don't remember everything. We'll be reviewing traffic signs and signals again next week. We'll also be discussing the rules of the road that you, as bicycle drivers, must know and obey.

QUESTION PERIOD

Have a short question and answer period before you close the meeting. Keep children to the topics discussed.

SECOND MEETING

In our first meeting we learned about hand signals, traffic signs and traffic signals. Let's see if you remember what you learned.

Put up the posters discussed at the first meeting and go over the signs and signals again with the children.

Today we're going to talk about rules of the road.

As I said last meeting your bicycle is a vehicle, just as a car is a vehicle. You must obey The Highway Traffic Act just as a motorist must. Motorists who disobey the laws have to pay penalties such as fines, and so do cyclists.

You've seen show-off car drivers and show-off bike drivers too. These people are dangerous and childish. They cause trouble for others and for themselves.

No expert cyclist or driver ever rides or drives in a way that could be dangerous, or hurt other people or himself.

Traffic on the roads today is heavy and fast. You must be on the alert every second. You must know and obey traffic regulations. But that doesn't mean you can't have fun on your bike as well. Learn these 13 important rules for safe, fun driving.

THIRTEEN LUCKY RULES

Young bicyclists should get to know these rules and follow them at all times. Remember, it's very important to learn about traffic now, when you are a cyclist. Soon you will be a motorist — and you'll be a better driver then, if you learn the rules now.

RULE # 1 — Obey all traffic signs and signals

The signs and signals you'll see on Page 6 are posted to protect your life — and the lives of others. They must be obeyed.

RULE # 2 — Drive on the right-hand side of the road

Remember — you must not drive in the middle of the road, or on the left-hand side, or weave your bike from side to side. Ride on the right always, and be very careful when you pass parked cars. Thoughtless motorists sometimes open doors on the traffic side, right in your path. Be alert!

RULE # 3 — Ride single file on the street

Always drive one behind the other. Do not follow too closely. Keep at least one bike length behind the cyclist ahead. This gives you space to brake and stop without causing a rear-end collision in an emergency.

RULE # 4 — Stop before driving into the street from your driveway or a lane

Motorists may not have time to see you if you pop out onto the street suddenly. Dismount and walk your bike into the street. Then mount if traffic permits and drive away.

RULE # 5 — Walk your bike at busy corners

It's impossible to see in all directions at once. Traffic is tricky at corners, so the safest thing to do is dismount, and walk your bike across with the pedestrians.

RULE # 6 — Be sure to give the correct hand signal when you are going to stop, or turn

Get to know the correct hand signals, as shown on page 5.

RULE # 7 — Carry parcels and books in your carrier

Good car drivers keep both hands on the wheel. Good cyclists keep both hands on the handlebars. And you can't do that if you've an armful of books or a bag of groceries. So put things in your carrier.

RULE # 8 — Never ride two on a bicycle

Unless you have a tandem (a bicycle built for two) your bike was built to carry only *one* person. Never carry a passenger on the handlebars, crossbar or seat.

RULE # 9 — Never hitch a ride on another vehicle

Don't "hitch" a ride hanging on to the side of a truck. It's not only against the law, you can get hurt or killed very easily doing this.

RULE # 10 — No "trick riding" on the streets or highways

Trick riding on the streets, roads or highway isn't smart — it's dumb. Good cyclists don't have to show off.

RULE # 11 — Be alert for vehicles about to pass you

Drive as far over to the right as you can, to allow other vehicles to pass you safely. If you are about to turn, check traffic in all directions, especially behind you. Make your signal, then turn when it's safe to do so.

RULE # 12 — Your bicycle must be equipped with safety devices

If you drive your bike at night, you must have a headlight on the front; a red reflector and red reflective material 10" long and 1" wide on your back fender; white reflective material 10" long and 1" wide on your front forks. And a good clear bell or horn, whether you drive night or day.

RULE # 13 — Your bike must be in good working order

Just as brakes, lights, tires must be in good condition on a car, so must they be on a bicycle. Check your chain too. And if you're proud of your bike, you'll keep it washed, polished and well-oiled.

TRAFFIC KNOWLEDGE TEST

As you have seen already there is a great deal to learn before you can be an expert and safe cyclist.

I'd like to remind you that by learning and following the rules now you'll have a much easier time when you learn to drive a car because you will already know many of the things every driver must know.

We've covered hand signals, traffic signals, signs and rules of the road. Now you're going to get a chance to show how much you've learned. I'm going to pass out a traffic knowledge test for you to answer.

Print your name at the top of the test sheet. Then read each statement on the test carefully and decide if it's true or false. If it is true put an X under true beside the question; if it's false put an X under false.

At the end of the test I'll collect the test papers. They will be marked and a score awarded.

Collect the completed test papers and explain to the children that the next meeting will be the roadeo.

BICYCLE INSPECTION

As I mentioned at the first meeting, I have a bicycle safety inspection card here for each of you. Print your name on it. Take it home and make sure your handlebars, brakes, saddle, pedals, wheels and reflector are in good condition before our next meeting.

Be sure to bring your card back with you.

Your bike will be checked at the meeting to make sure all the parts work properly and it has necessary safety equipment. Only cyclists whose bikes pass the safety inspection will be permitted to enter the skill test.

End the meeting with a question and answer period.

THIRD MEETING: ROADEO

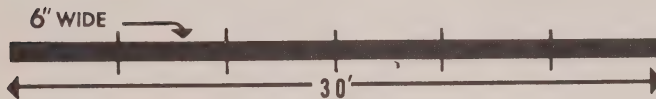
Hold this meeting outdoors, preferably on a Saturday or Sunday so parents and friends can attend.

Arrange beforehand with your local police to have an officer present to inspect the bicycles. This makes the inspection important and reminds parents and youngsters that it is not only unsafe, but unlawful to drive a faulty bike or one not properly equipped.

Each child should present his bicycle safety inspection card to the police officer so that he can make the check and mark the card.

When a child has had his bicycle approved, he may then take his skill tests.

SKILL TEST NO. 1 — BALANCE TEST



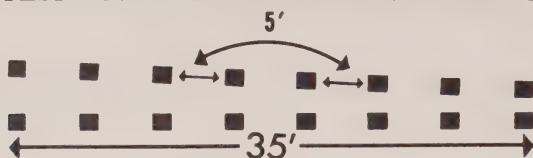
EQUIPMENT: Two white lines, or lengths of white string, 6 inches apart, 30 feet long, marked off in 5-foot lengths.

TEST: Cyclist mounts his bike and drives 30 feet without leaving the 6 inch space between the lines.

MARKING: 25 points for a perfect ride.

If cyclist leaves the course before reaching the halfway 15 foot mark, he loses all points. If he reaches the 15 foot mark, he is given 10 points, and 5 points for any further mark reached.

SKILL TEST NO. 2 — DIMINISHING CLEARANCE TEST

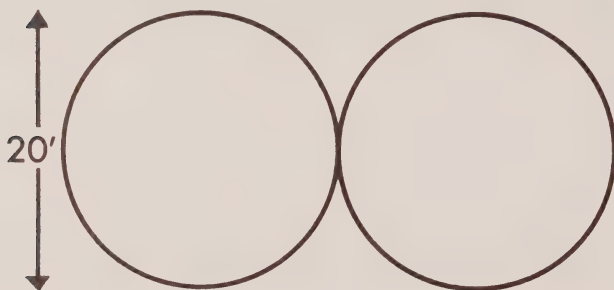


EQUIPMENT: A series of objects about handle bar height, placed in pairs over a distance of 35 feet. At the start they are placed 28 inches apart, and narrow down to 20 inches apart at the end.

TEST: The cyclist must drive down the centre without touching any of the objects marking the course.

MARKING: 25 points for a perfect ride.
5 points deducted for each object touched.

SKILL TEST NO. 3 — CHANGE OF BALANCE TEST



EQUIPMENT: Two circles 20 feet in diameter, with an 18 inch path marked out.

TEST: The cyclist rides twice around in a figure 8.

MARKING: 25 points for a perfect ride.
5 points deducted every time bicycle leaves the 18 inch pathway.

SKILL TEST NO. 4 — SINGLE OBSTACLE TEST



EQUIPMENT: Six or more car tires or cardboard boxes spaced 6 feet apart.

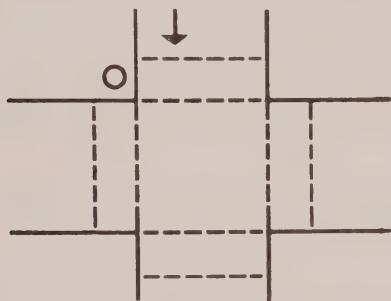
TEST: The cyclist must steer around each object passing each one on the opposite side to the previous one, keeping hands on the handlebars and feet on the pedals at all times.

MARKING: 25 points for a perfect ride.

5 points deducted for every object touched, and every time the hands leave the handlebars, or feet leave the pedals.

*(THE FOLLOWING TWO TESTS ARE
OPTIONAL IF TIME AND FACILITIES PERMIT:)*

SKILL TEST NO. 5 — STOP STREET TEST



EQUIPMENT: Intersection laid out with white lines or lengths of white string. Crosswalks marked, and a stop sign held by a judge.

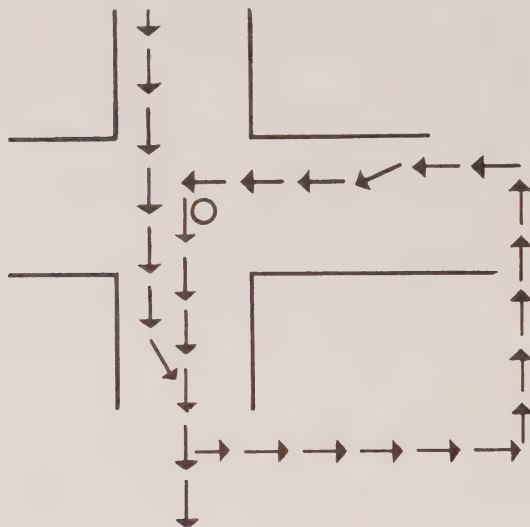
TEST: When approaching through street, driver must

1. Be on the right hand side;
2. Make hand signal correctly to stop.
3. Stop behind crosswalk.
4. Look both ways and proceed if clear.

MARKING: 25 points for a perfect ride.

5 points deducted for each error.

SKILL TEST NO. 6 — TRAFFIC PROCEDURE



EQUIPMENT: Same intersection as previous test, but a sign, (red on one side, green on the other) is held by judge.

TEST: The red sign is held up. Cyclist drives into intersection, stops on right side.

The green light sign is held up. Cyclist looks both ways, and proceeds if clear. He rides around course as indicated and into intersection again, where the green sign is being held up.

He gets into the proper lane for a left turn, and makes a perfect turn.

MARKING: 25 points for a perfect ride.

5 points deducted for each error. (Improper stopping position, hand signals, turns etc.)

PRESENTATION OF REFLECTIVE “GO SAFELY” STICKERS

After the skill tests have been taken, announce the names of the three members with the highest scores. The score for the written test from the second meeting should be counted in.

If you were able to arrange prizes for the top three cyclists these should be awarded now.

Presentation of reflective stickers to those who have completed the course successfully should be marked by a special ceremony if possible. You may wish to arrange this at a school assembly or a special evening function.

Whenever possible, parents should be invited. Actual presentations could be made by the Mayor or some other local dignitary.

NOTES

NOTES

STUDENTS' NAMES, ADDRESSES, PHONE No.'s



Ontario

Ministry of
Transportation and
Communications